Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Define Solution / System \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 1: Decision making tool

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Option 1 | Option 2 | Option 3 | Option 4 |
| Weight |  |  |  |  |
| Complexity |  |  |  |  |
| Efficiency |  |  |  |  |
| Customer |  |  |  |  |
| Time |  |  |  |  |
| Dev $ |  |  |  |  |
| Supplies $ |  |  |  |  |
| Score: |  |  |  |  |
| 1 = Best 3 = Medium 5 = Worst | | | | |

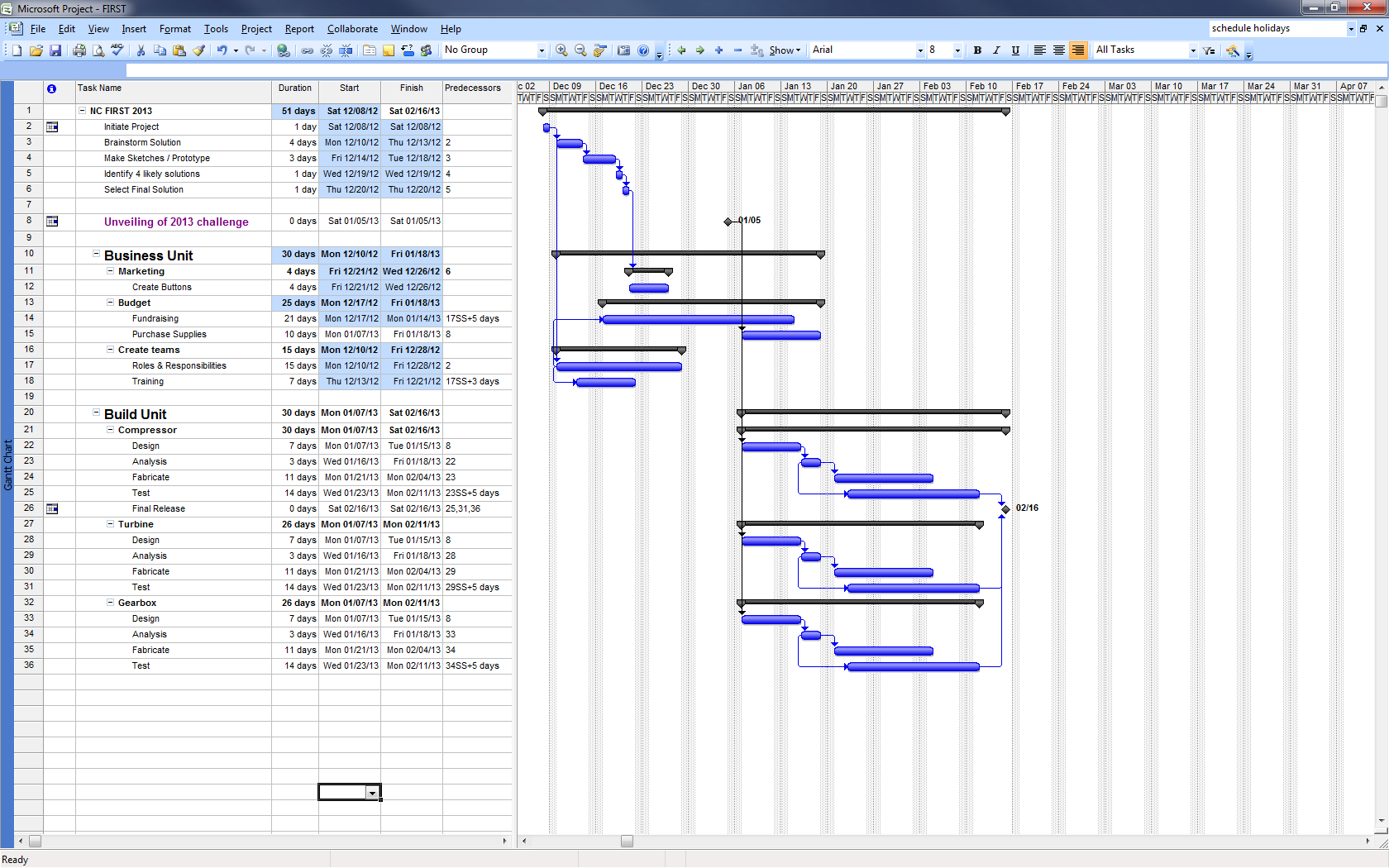
Step 2: Define Solution / System (Option 1)

Step 2: Define Solution / System (Option 2)

Team Structure: Defined Work

Team Structure: Organization

Team Structure: Budget

****

**Change Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sponsor Name** |  | **Change #** |  |
| **Project Name** |  | **Date Submitted** |  |
| **Requested By** |  | **Date Reply Due** |  |

**Description of Change:**

**Justification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Effect on Schedule, Deliverables, and Project Cost** | | | | |
| # | Deliverable / Item | Revised End Date | Net Change, Hours  Increase or (Decrease) | Net Change, Cost  Increase or (Decrease) |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Totals |  |  |  |
|  | Revised Project End Date |  |  |  |

**Project Manager Approval:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature |  | Title |  | Date |  |

**Comments:**